

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. A0001		3. EFF. DATE 07/18/2014	4. REQUISITION/PURCHASE REQ. NO. 0020079164		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE DHS - Customs & Border Protection Department of Homeland Security 1300 Pennsylvania Ave, NW Procurement Directorate - NP 1310 Washington DC 20229		7014		7. ADMINISTERED BY (If other than Item 6) CODE DHS - Customs & Border Protection Department of Homeland Security 1300 Pennsylvania Ave, NW Procurement Directorate - NP 1310 Washington DC 20229		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)				9A. AMENDMENT OF SOLICITATION NO. HSBP1014Q0078		
				9B. DATED (SEE ITEM 11) 07/03/2014		
				10A. MODIFICATION OF CONTRACT/ORDER NO. /		
CODE		FACILITY CODE		10B. DATED (SEE ITEM 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

TBD

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).	
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	
D. OTHER (Specify type of modification and authority)	
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to issuing office.	

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

This amendment provides offeror questions and the Agency's responses to those questions. The Proposal Instructions are updated and attached as a result.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Shaun G. Saad Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (b) (6)	16C. DATE SIGNED 07/03/2014 0011-0572853222 CBP

Q: Could the government please consider increasing the maximum number of pages for the Technical volume to 20? We feel that the current 14 page limit does not allow for us to adequately address all requirements.

Response: The maximum of 20 pages (10 front and back) is now acceptable and the solicitation is updated accordingly.

Q: Could the government please clarify how proposals are to be submitted? Are they to be submitted BOTH electronically (soft copy) and via regular mail (hard copy)? OR, is the contractor able to submit which way they prefer to submit the proposal?

Response: They are to be submitted in BOTH formats.

Q: If both a hard copy and soft copy of the proposal are needed, is it required that the hard copy sent via regular mail be *delivered* by the due date, or is it sufficient to be *postmarked* by the due date?

Response: The proposal must be delivered by the due date. The last paragraph in the Proposal Preparation and Submission Instructions states, *"The Offeror's submittal is considered to be timely if the proposal makes it to CBP's Consolidated Remote Delivery Site (CRDS) mailing facility on time. This is the facility where packages are scanned for security reasons. As such, the Offerors' proposal may be delivered by CRDS to the Contract Specialist after the due date and will still be considered on time."* As such, CBP understands that the electronic format could possibly be received sooner than the hardcopies.

Q: Are cover pages, text headings, and headers/footers exempt from the 12 point font restrictions?

Response: Yes. The Page Size and Format section of the Proposal Preparation and submission Instructions has been updated.

Q: Under the instructions for Tab 2B – Staffing Management, it states that that Key Personnel resumes can be provided in Section 3. Currently there is no Section 3 heading. Is there supposed to be an additional Section 3 that serves as an appendix only for resumes, or is there other information for this section missing from the original RFP?

Response: Section 3 was inadvertently left out and is now included. Note that Tab 2A also had referenced Section 3 under Information Management and Program Control.

Q: Does the cover letter count against the current 14 page limitation of the technical section?

Response: No, the cover/transmittal letter (restricted to 2 pages) is identified as Section/Tab 1 of Volume II and does not count against the 20 page limitation of Section/Tab 2 of Volume II.

Q: The RFP States: "The Contractor shall prepare and provide a comprehensive transition plan both in and out, that describes the strategy and approach to full implementation and full operational responsibility of the units for all requirements outlined in the SOW." Is the Transition Plan part of the technical volume or can it be an appendix?

Response: It should be part of the technical volume, not an appendix.

Q: Does the Transition Plan count against the 14 page limit?

Response: Yes, it is part of the technical volume which is now limited to 20 pages (10 front and back).

Q: Is it the intent for all Offeror's bid the same amount of FTE's and hours?

Response: Yes

Given the time required to get people through the clearance process, can the government include a separately-price Transition CLIN to enable a gradual ramp-up?

Response: A Transition CLIN will not be included. Offeror's can adjust their rates in the base year to account for any transition related costs.

The government has not included any hours for a project manager. Can an offeror include an additional labor category and associated hours in order to provide a project manager?

Response: No

Please confirm that all personnel supporting the contract are considered Key and must be available to start on Day 1?

Response: Yes

Please confirm that resumes are required for all 6 key personnel.

Response: Yes

Q: In the SOW, Sub-Tasks 4.11.3 and 4.11.4 have the same task description. Is this intentional and if it is not, can the government provide the correct task descriptions?

Response: This was an error. Please disregard 4.11.4. This section has been removed and the SOW is hereby updated as a result.

Can the government confirm that both hard and soft copies of the proposals are desired for delivery?

Response: Correct, both are required.

Will the government please define Key Personnel for the purposes of proposal development and staffing?

Response: the Key Personnel clause indicates that key personnel are considered essential to the work being performed. FAR Part 2 does not provide a regulatory definition for the term key personnel under FAR Part 2; however, FAR 15.606-2 implies that key personnel are critical to achieving proposal objectives.

Is Technical Volume II: Section 3 to be considered the Resume Volume?

Response: Section 3 was inadvertently left out of the original solicitation and is now included. It includes Resumes of Key Personnel, Sample Reports, and Position/Job Descriptions ONLY.

# Proposal Preparation and Submission Instructions

## General Information

Vendor selection for this acquisition, entitled Stats and Data Integrity, will be conducted under the Department of Homeland Security's department-wide (Technical, Acquisition and Business Support Services (TABSS) contract, Domain 1 (Program Management, Engineering and Technology Support Services), Tracks 2 and 3. This is a Total Small Business Set-aside and Track 1 (large) businesses therefore cannot submit responses.

A Best Value Approach will be used for the source selection and one vendor will be selected for award. The required services are currently being performed under contract. The scope of the current contract is identical to the scope that is outlined in this current solicitation. SRA International, Inc. is the incumbent firm.

## Proposal Preparation Instructions

Technical and price proposals shall be separate documents and be submitted in two separate volumes as outlined below  
NOTE: While the technical proposal must not contain any reference to cost, resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be provided so that the contractor's understanding of the requirements may be evaluated.

Offeror's shall prepare proposals and provide all required information in accordance with the table below and subsequent instructions included herein. Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and will be discarded if submitted as part of the Offeror's proposal. Failure of a proposal to comply with these instructions may be grounds for exclusion of the proposal from further consideration.

Volume	Volume Title	Page Limit
I	Price/Business	No Limit
II (Section 1)	Technical	2 (1 front and back)
II (Section 2)	Technical	20 (10 front and back)
II (Section 3)	Technical	No Limit

Proposals in soft copy [electronic media, (thumb drive, CD ROM, or DVD)] format shall be submitted in one of the following two (2) ways:

1.
  - One (1) CD, Thumb Drive, or DVD for Volume I
  - One (1) CD, Thumb Drive, or DVD for Volume II (both Volume II soft copies shall include Sections I, II and III. See above).
2.
  - Email to (b) (6) (There is a 10MB limit so separate emails may need to be submitted)

Hard copies shall be submitted as follows:

- 1 original
- 3 copies of the original

**Page Limitations:** Page limitations shall be treated as maximums. If exceeded, the excess pages will not be evaluated. Instead, they will be removed and retained in the solicitation file. When both sides of a sheet display print material, it shall

be counted as two (2) pages. Each page shall be counted except for the following:

- Cover Pages
- Tables of Contents
- Glossaries
- Acronym List
- Titled Tab Pages
- Resumes of Key Personnel
- All Past Performance Content
- Position/Job Description
- Divider Sheets to Separate Proposal Sections

**Cross Referencing:** Each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross referencing to other volumes of the proposal.

**Indexing:** Each volume shall contain a detailed Table of Contents to delineate the contents within the volume.

**Glossary of Abbreviations and Acronyms:** If abbreviations and acronyms are used in Volume II - Technical Proposal, include a glossary that contains a listing of all abbreviations and acronyms used with an explanation for each.

**Page Size and Format:** Text shall be single-spaced, on 8 1/2 x 11 inch paper (except as specifically noted), with a minimum one-inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. Submission as double-sided printing/copying on recycled paper is encouraged. 11" x 17" sized fold-out pages may be used for tables, charts, graphs, or pictures that cannot be legibly presented on 8 1/2" x 11" paper. An 11" x 17" printed on one side is a two sheet equivalent (with regards to the page count limitations). Print shall be of a minimum 12-point font size or a maximum 10 characters per inch (10-pitch, pica) spacing. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including cover pages, text headings, headers/footers, and tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

**Tabbing:** Offeror shall separate all Tabs and sections within the Price and Technical Proposals with a titled cut sheet.

Failure of a proposal to comply with these instructions may be grounds for exclusion of the proposal from further consideration.

### **VOLUME 1 – PRICE PROPOSAL**

This part of the proposal shall include details for all resources required to accomplish the requirements, e.g., labor hours, rates, travel, incidental equipment, etc. The price proposal shall identify and map labor categories between the Offeror's labor categories and the categories described in the SOW and must be submitted in accordance with the labor rates of the basic TABSS contract. There is no GFE and/or GFI required for task performance. Cost or pricing information is not required. Offerors must list and describe any assumptions or exceptions taken as a response to the requirement.

The Business Management Information - Cost/Price Proposal shall be submitted in one original and one (1) copy.

#### **Section/Tab 1 - Signed Proposal**

The Standard Form 1449 is being used for this solicitation. This form is used by the Government as a Request for Proposal and upon submission by the offeror it becomes the offeror's proposal. As such, it is an "offer" which can be unilaterally accepted by the Contracting Officer and awarded on said SF 1449. The same concept pertains to any Amendments (SF30) issued under the solicitation. The Contractor's offer and the Government's acceptance form the contract. Therefore, the following points must be strictly adhered to by the offeror in submitting the proposal:

- (a) One (1) originally executed copy of Standard Form 1449 and any Amendments (SF30).
- (b) The SF 33 and any Amendments (SF30) must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations. The authority to sign a proposal, but not an offer, subject to unilateral acceptance and award, is not sufficient authorization to sign the SF 1449.
- (c) UNDER NO CIRCUMSTANCES MAKE ALTERATIONS OR CHANGES TO THE SF 1449 OR THE RELATED PAGES WHICH ARE A PART OF THE ENCLOSED SOLICITATION AND PROPOSAL PACKET. Offerors are to complete those parts that require items such as prices, place of performance, etc., when such items are called for in the enclosed request for proposal. A place is provided to insert such information.

#### **Section/Tab 2- Schedule B**

A completed **Schedule B** shall be completed in accordance with Section 1 of the Terms and Conditions.

The Offeror's price proposal shall include a completed Section B Schedule of Supplies/Services. All Contract Line Items shall be offered in order for the Offeror to be considered for award.

#### **Section/Tab 3 – Exceptions**

Any exceptions taken with respect to the clauses in the solicitation shall be noted. For the purpose of facilitating discussions, for every instance where the offeror does not propose to comply with or agree to a requirement, the offeror shall propose an alternative and describe its reasoning.

### **VOLUME II - TECHNICAL PROPOSAL**

The Technical Proposal shall be submitted in an original and four (4) copies. This volume must not contain any reference to cost; however, resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be contained in the technical proposal so that the Contractor's understanding of the requirements may be evaluated.

The Technical Proposal shall be prepared in such a manner as to enable the Government reviewers to make a thorough evaluation and arrive at a sound determination of whether the proposal satisfies the Statement of Work (SOW) provided by the Government in this solicitation. To this end, the Technical Proposal should be sufficiently specific, detailed, and complete as to clearly and fully demonstrate that the offeror has a thorough understanding of the requirements set forth in the solicitation.

Proposals which merely offer to perform in accordance with the Government's requirements or which merely paraphrase the requirements document, or use phrases such as, "standard engineering practices will be employed," or "well established techniques will be employed," etc. may be considered non-compliant and ineligible for award. The Contractor must submit an explanation of its proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

This volume shall consist of the following (failure to do so may result in the rejection of the proposal as non-compliant):

#### **Section/Tab 1 - Transmittal Letter**

A letter that formally transmits the technical proposal and states in general terms how the Offeror meets the solicitation requirements. This letter shall not exceed two (2) pages.

#### **Section/Tab 2 - Technical Approach**



The Technical Approach should be in as much detail as the Offeror considers necessary to fully explain their proposed technical approach or method and must demonstrate a clear and concise understanding of the nature of the work being undertaken. The Technical Approach shall identify areas of technical risk and provide narrative details and examples of how to manage and mitigate those risks. Technical risk involves any proposed approaches that have the potential for disruption of schedule, degradation of performance, the need for increased Government oversight, or the likelihood of unsuccessful contract performance.

The Offeror should state all assumptions, exceptions, and deviations at the end of this section. For every instance where the Offeror does not propose to comply with or agree to a requirement, the Offeror shall propose an alternative and describe its reasoning.

Technical proposals submitted in response to this RFP must be prepared and tabbed in the format described below. Failure to do so may result in the rejection of the proposal as non-compliant. Legibility, clarity and completeness are important.

### Tab 2A – Program Management Approach

This Tab shall include, at a minimum, the following subject areas to describe the Offeror's overall approach, information management and program control, business relations and communications and transition planning:

**Overall approach** - The Offeror shall provide a detailed description of the organization; roles, responsibilities and functions, risk management; and scheduling. This includes, but is not limited to:

- A description of the functional organization that is to provide complete contract management.
- A detailed program schedule indicating key milestones from date of contract award through contract completion.
- The program management structure and the tools available for implementation of the program from a management standpoint.
- The identity of and the authority of the Program Manager.
- Subcontracting arrangements shall be described, in terms of identifying major subcontractors and their relevant experience with similar projects, as well as any previous experience of the Offeror working with that subcontractor previously.

**Information Management and Program Control** – The Offeror shall provide a detailed description of the systems and processes used to capture and report business activity. This includes but is not limited to:

- A description of any reports to be generated under this contract. Sample reports may be provided in Section 3 and do not count against the overall page limitation.

**Business Relations and Communications**– The Offeror shall provide a detailed description of the business relations, communications and partnering approach between the Offeror and subcontractors and the Offeror and Government (i.e. company name of each subcontractor, or the individual name in the case of independent consultants; names of each subcontractor corporate officers; name of each subcontractor's key personnel for this contract effort, including each individual's level of effort; and the scope of work to be performed by each subcontractor employee).

**Transition Planning** – The Offeror shall describe the strategy and approach to full implementation and assumption of full operational responsibility for all requirements contained in the solicitation requirements. This description will include the Offeror's approach to achieving complete mobilization, training, and orientation of the work force in a period not to exceed 90 days of contract award. In addition, the plan must address how the contractor will transfer the functions to a new contractor, or upon termination, transfer the functions back to the Government.

### Tab 2B – Staffing Management

This Tab shall include, at a minimum, the following subject areas:

**Capability** – The Offeror shall provide a detailed description of the workforce by identified labor skill categories; hiring criteria including education and professional experience.

**Key Personnel** – The Offeror shall provide the resumes of key personnel candidates. Resumes shall include the required education, professional experience, accomplishments and other relevant information. The resumes should be no longer than 2 pages in length; may be provided in Section 3 and do not count against the overall page limitation. The approximate percentage of time each individual will be available for this project must be included.

### **Tab 2C - Past Performance**

Using Past Performance Questionnaires (**Attached to this solicitation**); each offeror shall submit a maximum of 3 questionnaires which have been completed by different references for different contracts and projects. Each completed questionnaire shall be submitted by only the Evaluator (not the offeror) in a sealed envelope or via email to (b) (6)

In addition to the questionnaires, offerors must include information sufficient to identify and describe not only the projects identified in the questionnaires, but also any other relevant current and/or previous experience in industry or government (Federal, State, or local) for similar projects, such that the following criteria can be evaluated.

- Project or contract title
- Contract number
- Contract type
- Quality of product or service
- Timelines of performance
- Customer satisfaction
- Key personnel past performance
- Cost control
- Business practices
- Date of contract award, period of performance, and place of performance
- Total contract value (including options)
- Contracting agency or firm, with address, Contracting Officer, facsimile and telephone numbers
- Address, facsimile number and telephone number of the contracting officer and contracting officer's representative
- List of major subcontractors on the project (\$500,000 or more)
- List of major problems/corrective action, if any
- Quality certifications/award (Identify appropriate office receiving award)
- If this is a subcontract, please provide the name of the prime contractor and the name of the contract administrator with address, telephone, and facsimile numbers

The Government may use Past Performance information obtained from other than the sources identified by the Offeror. This includes the Department of Defense's Past Performance Information Retrieval System (PPIRS) (<https://www.ppirs.gov>) and any other available sources. Information will be used for both the responsibility determination and best value determination. All references provided by the Offeror may not be contacted by the Government.

### **Section/Tab 3 - Offeror's Addendum**

This section is provided for submission of Resumes of Key Personnel, Sample Reports, and Position/Job Descriptions **ONLY**. Additional information included in this section will be removed and retained in the solicitation file.



## **SOLICITATION QUESTIONS**

The Government will entertain questions for this solicitation until 12:00PM, Washington, DC local time, on July 16, 2014. All questions shall be submitted in writing via email to the following email address: (b) (6) When submitting questions, the Offeror shall include in the subject line of the email the solicitation number. Telephonic questions related to this solicitation will NOT be entertained. Responses to all questions and clarifications that need a response and are received by the deadline will be sent via an Amendment to the solicitation. Responses will be sent to all vendors as soon as possible after the July 16, 2014 deadline.

## **SUBMISSION OF OFFERS**

Proposals are due no later than 5:00 p.m. EDT, August 4, 2014.

Hard copies shall be submitted as follows:

Offers submitted via US Mail, FedEx or UPS shall be submitted to the following address:

U.S. Customs and Border Protection  
Procurement Directorate  
ATTN: Shaun G. Saad  
1300 Pennsylvania Ave, NW, NP 1310  
Washington, DC20229

Offers submitted via courier shall be submitted to the following address:

U.S. Customs and Border Protection  
Procurement Directorate  
ATTN: Shaun G. Saad  
1331 Pennsylvania Ave, NW  
Suite 1310  
Washington, DC20229

Couriers or personnel making hand deliveries must sign in at the Building Security Station at the address above prior to proceeding to Suite 1310.

The Offeror's submittal is considered to be timely if the proposal makes it to CBP's Consolidated Remote Delivery Site (CRDS) mailing facility on time. This is the facility where packages are scanned for security reasons. As such, the Offerors' proposal may be delivered by CRDS to the Contract Specialist after the due date and will still be considered on time.